



EEO-101 Workforce Utilization Reporting Form

Leases/Licenses/Permits/Transfers of Interest in Real Property Instructions

The New York State Office of General Services (OGS) is required to submit your lease, license or permit workforce data to the New York State Empire State Development (ESD) Division of Minority and Women's Business Development office. To comply:

- Landlord/Licensor/Permitter/Tenant/Licensee/Permittee/ Subcontractors must¹ submit this report **quarterly** by the 10th day of April, July, October, and January throughout the duration of a lease, license or permit.
- Gross Wage data is only required to be reported on a quarterly basis commencing with the April 1, 2018 report. For more information about this requirement visit the ESD website at: <https://esd.ny.gov/doing-business-ny/mwbe/mwbe-executive-order-162>.

- Landlord/licensor/permittor/tenant/licensee/permittee and/or subcontractor should separately report its workforce.
- If a landlord/licensor/permittor/tenant/licensee/permittee and/or subcontractor has no data for that month a report must still be submitted. Complete Section A, including the preparer's name, title, date; check the electronic signature attestation; and check box for no workforce utilization reporting.
- Use the Excel form **EEO-101 Leases/Licenses/Permits or Other Transfers of Interests in Real Property** located on the OGS website at: <https://ogs.ny.gov/mwbe/forms>. Helpful tips & instructions are outlined in this document.

- “Save as” the Excel report file with the following naming convention: AgencyAcronym_lease, license or permit number.xlsm
- Email the completed **EEO-101 Leases/Licenses/Permits or Other Transfers of Interests in Real Property** form(s) to:
EEO_CentCon@ogs.ny.gov

Need help?

Contact OGS at:
518-486-9284 or MWBE@ogs.ny.gov

¹In accordance with contract Article 21 Equal Employment Opportunity (EEO).

Sample View of Form EEO-101 Leases/Licenses/Permits or Other Transfers of Interests in Real Property

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Section A – Workforce Utilization Reporting Form

Leases/Licenses/Permits/Transfers of Interest in Real Property Instructions

Sample View of Section A - Form EEO-101 Leases/Licenses/Permits or Other Transfers of Interests in Real Property

Reporting Entity

Company Name

Company Address

FEIN/ Vendor ID

Project Location

Additional Locations

Lease/License/Permit or other Transfer of Interests in Real Property

1

☐ Landlord

☐ Licensor

☐ Permittor

☐ Tenant

☐ Licensee

☐ Permittee

☐ Subcontractor

2

3

4

5

6

Reporting Period - Select One

☐ January 1 - March 31

☐ April 1 - June 30

☐ July 1 - September 30

☐ October 1 - December 31

7

Workforce Identified in Report

☐ Workforce Utilized in the Performance of this Contract

☐ Contractor/Subcontractor's Total Workforce

Preparer's Name:

Preparer's Title:

Date:

8

9

☐ By checking this box, I certify that I personally completed this document and I adopt the name typed above as my electronic signature under the NYS Electronic Signatures and Records Act, with like legal force and effect as if I had physically signed the document.

10

☐ Check this box if you are reporting that your firm had no workforce utilization for the reporting period.

11

☐ Check this box to request that the material included herein be withheld from disclosure pursuant to Article 6 of the Public Officers Law (Freedom of Information Law)

- 1 Reporting Entity: Check if you are reporting as the Landlord, licensor, Permittor, Tenant Licensee, Permittee or Subcontractor.
- 2 Company Name and Address: Type in the business name and address.
- 3 Project Location: Select the county location of the project from the drop-down list.
- 4 Additional Locations: If the project is in multiple locations, type in the name of all counties the project is located in.
- 5 Lease/License/Permit or other Transfer of Interests in Real Property
- 6 Reporting Period: Landlord/Licensor/Permittor/Tenant/Licensee/Permittee/Subcontractors are required to report this data **quarterly** by the 10th day of April, July, October, and January. Select the quarter you are reporting.
- 7 Workforce Identified in Report:
 - Option 1: “Workforce Utilized in Performance of this Contract” – Check this option if this report includes data only on employees who worked on this project.
 - Option 2: “Contractor/Subcontractor’s Total Workforce” – Check this option if you are unable to report data only on employees who worked on this project. In this case, you must report data on your entire company workforce, regardless of whether or not all employees worked on this project.
- 8 Enter the preparer’s name, title, and the date of preparation.
- 9 Check the box next to the electronic signature attestation.
- 10 Check the box if you are reporting that your firm had no workforce utilization data for the reporting period.
- 11 Check the box if you request that the material included herein be withheld from disclosure pursuant to Article 6 of the Public Officers Law (FOIL).

[illegible]

- 1 EEO Job Categories:** Select a category from the drop-down list.
- 2 SOC Job Title:** Select a SOC Job Title from the drop-down list.
- 3 SOC Job Code:** Based on the SOC Job Title, the appropriate SOC Job Code automatically fills in; it is not necessary to manually enter the SOC Job Code.
- 4 # Employees:** Across each row, enter the total number of employees within that job category/title/code by each race/ethnic/gender group.
- 5 # Hours Worked:** Across each row, enter the total number of hours worked within that job category/title/code by each race/ethnic/gender group.
- 6 Gross Wages:** Enter the total gross wages paid for work on the identified lease, license or permit, to all employees for each job code and each gender and racial/ethnic group, identified in the Report. Landlord/licensor/permittor/tenant/licensee/permittee and/or subcontractor should report only gross wages for work on the contract paid to employees during the period covered by the Report. Gross wages are those reported by employers to employees on their wage statements.
- 7 Total # Employees, Hours Worked, and Gross Wages:** This row automatically tabulates totals of # employees, hours worked, and gross wages - no need to enter any data in this row.

- ✓ “Save as” the Excel report file with the following naming convention:
Agency Acronym_Lease, License or Permit Number.xlsm
Example: [OGS_1234567-C.xlsm](#)
- ✓ Send the report as an Excel document - do not convert to a PDF or other file format.
- ✓ If a landlord/licensor/permittor/tenant/licensee/permittee and/or subcontractor has no data for that quarter, a report must still be submitted. Complete Section A; including the preparer’s name, title, date; check the electronic signature attestation; and check box for no workforce utilization reporting.
- ✓ Landlord/licensor/permittor/tenant/licensee/permittee and/or subcontractor’s must submit an EEO-101-Leases/Licenses/Permits/Transfers of Interest in Real Property form quarterly by the 10th day of April, July, October, and January.
- ✓ Email to: EEO_CentCon@ogs.ny.gov